# Chapter 4

# Updating and Viewing Local National Employee Records

## Chapter Overview

**Introduction**   This chapter explains the process for updating and viewing Local National (LN) employee records without using an RPA, i.e., training, education, appraisals, etc. Most countries use the Descriptive Data Fields (DDFs) illustrated. Germany LN DDFs are used as examples. Unique DDFs used by other specified countries are also illustrated.

**Chapter Contents**

**See Also**   Module 1, Fundamentals of the Modern DCPDS
👓             Chapter 5, Updating and Viewing Employee Records
Module 4, Staffing Using the Modern DCPDS
             Chapter 5, Changing Employee Records
Module 5, Workforce Relations Using the Modern DCPDS
             Chapter 2, Performance Appraisal Information
             Chapter 3, Award Information
Module 6, Administering Pay, Benefits, and Entitlements (PB&E) Using the Modern DCPDS
Module 7, Employee, Training and Development Using the Modern DCPDS
             Chapter 4, Training Completions and Evaluations
                  Section: Recording Completed Training in HR

# Chapter Overview, Continued

**Before You Begin**

The **People** Window is used to update LN employee information when an LN RPA/NPA is **not required**.  Taskflow Buttons used are;

- **Assignment**  (Links the Person record with the Position record for viewing purposes only)
- **Extra Information** (Contains single occurrence data)
- **Special Info (SITs)** (Allows for multiple occurrences of data)
- **Others** (Additional pay data - used only by **Cuba** – There is no payroll interface for other LN employees.)

# Updating LN Records

**Accessing the People Window**

This window is used to update an employee's record with data that does not require an NPA; e.g., appraisals, non-monetary awards, training, etc.

| Step | Action |
|------|--------|
| 1 | On the **Navigation List** → *People* → *Enter and Maintain* → <**Open**>.  The **People** Window displays with the **Find Person** Window displayed on top. |
| 2 | Query for the employee by their name, Sequence Number, Applicant Number, or SSAN.  The **People** Window displays with the employee data populated and five Taskflow Buttons.<br><br>  • **A<u>d</u>dress**<br>  • **Assi<u>g</u>nment**<br>  • **E<u>x</u>tra Information**<br>  • **Special In<u>f</u>o**<br>  • **<u>O</u>thers…**<br>  • **Validate** (not used by DoD)<br><br> |

# Updating LN Records, Continued
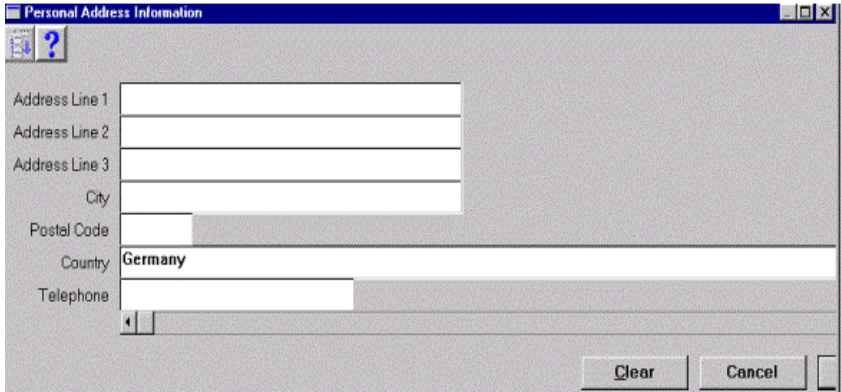
**Updating an LN Employee's Address**

The **Address** Window is used by those countries that maintain LN address information.  The address is not updated by payroll as for Appropriated Fund records.

| Step | Action |
|------|--------|
| 1 | On the **People** Window, always determine if you need to change the current date.  If the effective date of the change is not the current date, click **Alter Effective Date** [31] on the Toolbar and input the correct date. |
| 2 | To update the employee's address, click <**Address**>.  The **Address** Window displays.  Click in the **Style** data field.<br><br> |
| 3 | Click the LOV and select the Country for the address.<br><br><br><br>Click <**OK**>. |

# Updating LN Records, Continued
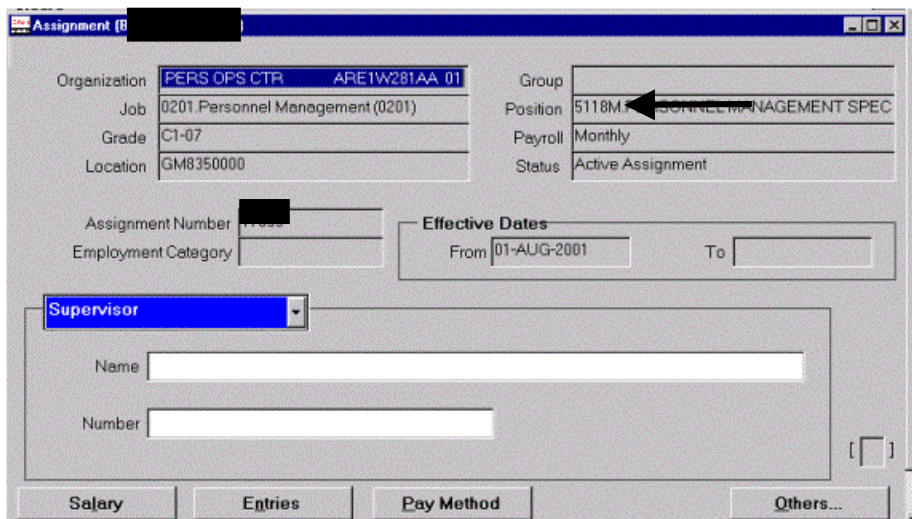
**Updating an LN Employee's Address** (continued)

| Step | Action |
|------|--------|
| 4 | The **Personal Address Information** Window displays. Enter the address information.<br><br> |
| 5 | Click **<OK>** and then **Save**. The **People** Window displays**.** |
| 6 | Exit the window.<br>**Note:** If you changed the date using the **Alter Effective Date**, you must reset the date to the current date. |

# Updating LN Records, Continued

**Viewing Assignment Information**
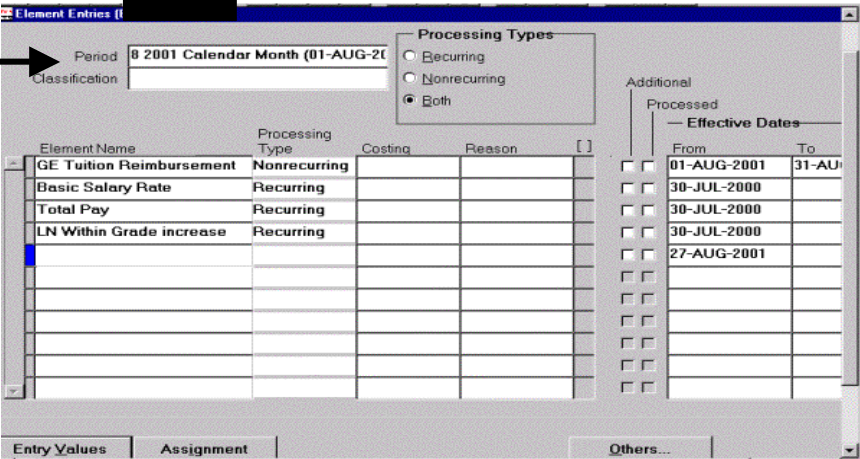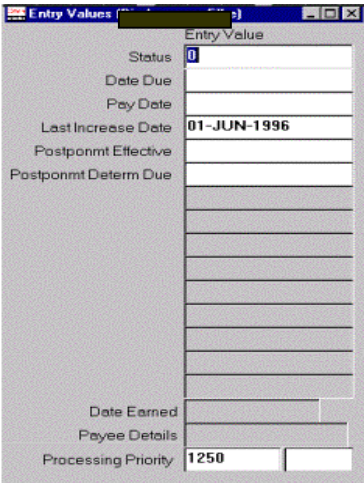
The **Assignment** Window identifies the employee's position data and position number. You can use this number to retrieve the **Position** Window to view and update other position data. A simple method is to highlight the entire **Position** data field, copy it (**Ctrl C** or **Edit – Copy** from the Main Menu Bar), then paste the number into the blank **Position** Window to execute a query.

| Step | Action |
|------|--------|
| 1 | On the **People** Window, click <**Assignment**>. The **Assignment Window** displays showing position data. There are four Taskflow Buttons on this window. DoD uses two of the Taskflow Buttons. <ul><li><**Entries**></li><li><**Others…**></li></ul> **Note:** <**Salary**> and <**Pay Method**> are not used by DoD. Also, the *Supervisor Region* is not used by DoD.  |

# Updating LN Records, Continued

**Viewing Assignment Information** (continued)

| Step | Action |
|------|--------|
| 2 | Click <**E<u>n</u>tries**>. The **Element Entries** Window displays. It contains pay-related information for the current pay period. Use DateTrack if you need to view past data. You can update some of the information or add an element, if RPA/NPA is not required. <br><br>  |
| 3 | In the **Element Name**, use the *Current Record Indicator* to select the element to view, i.e., **LN Within Grade Increase**. <br> Click <**Entry <u>V</u>alues**>. The **Entry Values** Window displays: <br><br>  |

# Updating LN Records, Continued
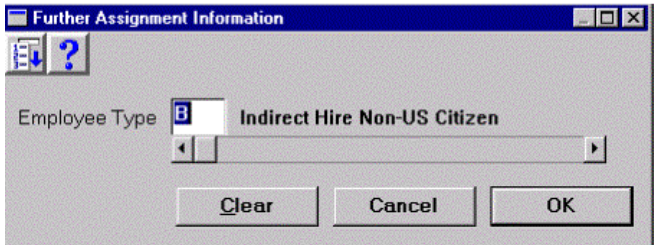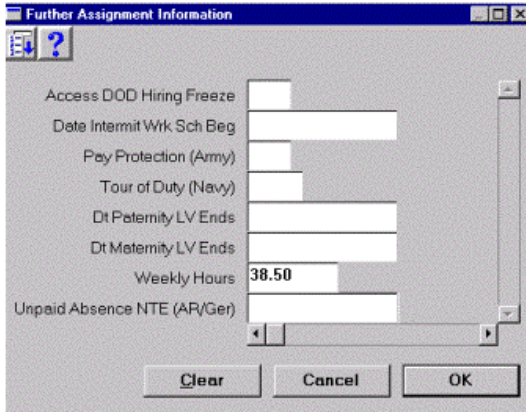
**Viewing Assignment Information** (continued)

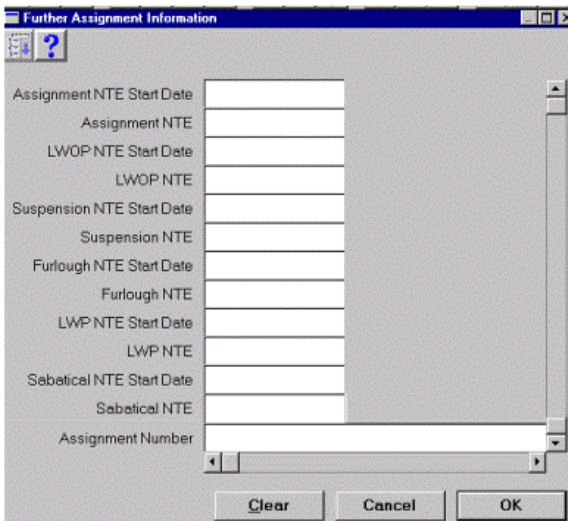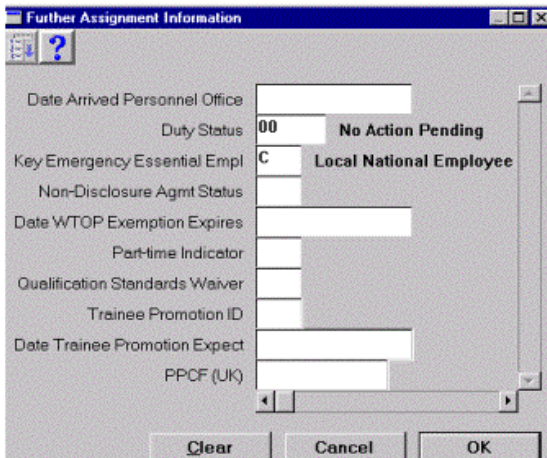| Step | Action |
|------|--------|
| 4 | Save and close the window. Click <**Assignment**> to return to the **Assignment** Window. |
| 5 | On the **Assignment** Window, click <**Others**>. The **Navigation Options** Window displays with a list of options. |
| 6 | Click **Extra Information.** The **Extra Assignment Information** Window displays. |

# Updating LN Records, Continued

**Viewing Assignment Information** (continued)

| Step | Action |
|------|--------|
| 7 | Place the *Current Record Indicator* on the *Type* needed and click the **Details** field.  Repeat this step for each *Type* to be viewed.<br><br>**Examples:**<br>　　**File Flag ID:**<br><br><br>　　**LN Additional Assignment Information:**<br> |

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# Updating LN Records, Continued

**Viewing Assignment Information** (continued)
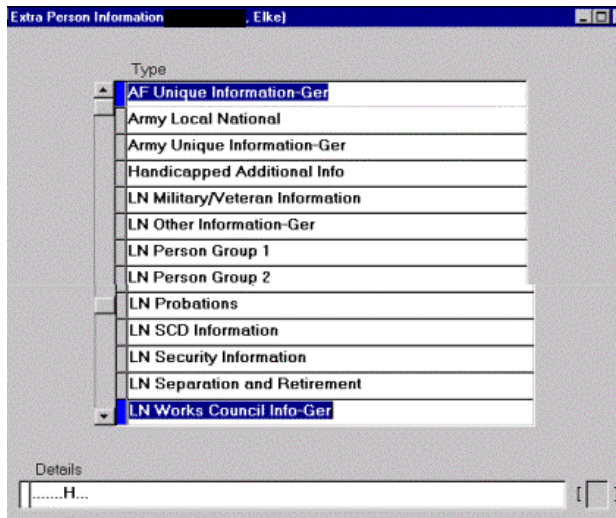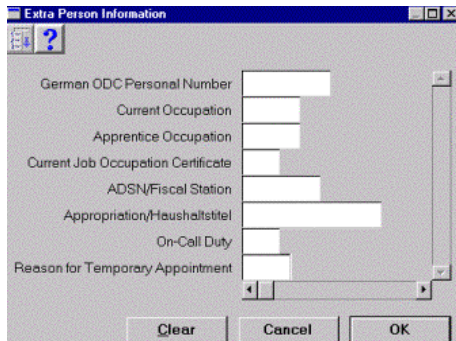
| Step | Action |
|------|--------|
| 7 (Cont) | **LN Assignment NTE Dates:**  **LN Assignment Non SF52:**  |
| 8 | **Save** after inputting data in each of the data fields. Click <**OK**> and return to the **Assignment** Window. Close the Windows and return to the **People** Window. |

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# Updating LN Records, Continued
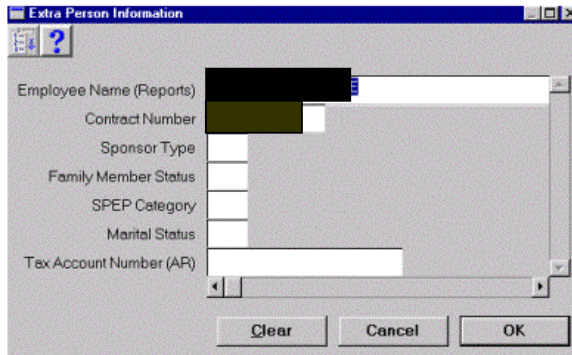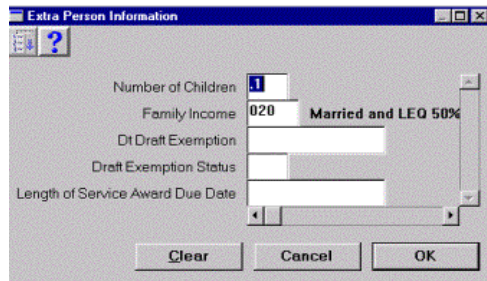
**Updating Extra Person Information**

**Extra Person Information** stores information that occurs one time in an employee's record.  If it is updated, the new information replaces the old values.  Use the following steps to access the different *Types*.

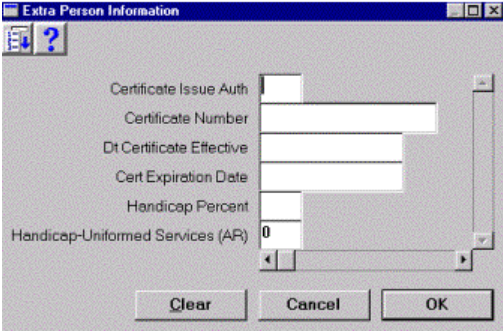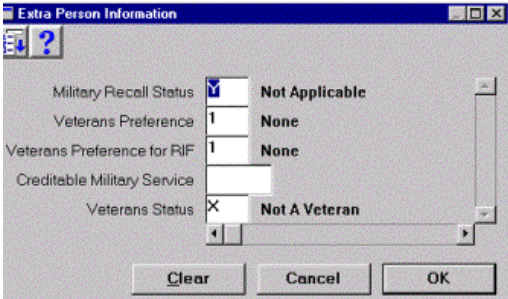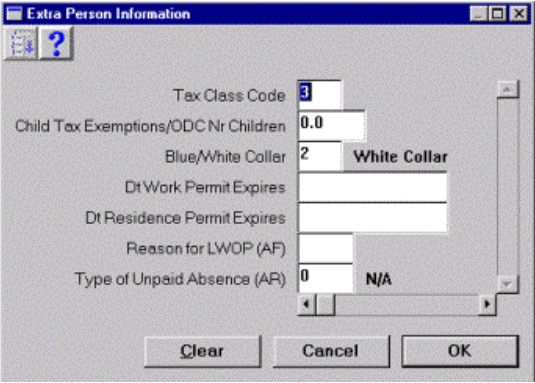| Step | Action |
|------|--------|
| 1 | On the **People** Window, click <**Extra Information**>.  The **Extra Person Information** Window displays.  |
| 2 | Place the *Current Record Indicator* next to the *Type* to be viewed or updated; e.g., **AF Unique Information – Ger**. |
| 3 | Click the **Details** data field.  The DDF displays.  |

# Updating LN Records, Continued

**Updating Extra Person Information** (continued)

| Step | Action |
|------|--------|
| 4 | View or enter any required data.  Click <**OK**>.  The **Extra Person Information Type** Window displays. |
| 5 | Repeat Steps 2 and 3 for each required *Type* and DDFs.  These are the remaining *Types* for a German LN Employee.<br><br>**Army Local National:**<br><br><br><br>**Army Unique Information – Ger:**<br><br> |

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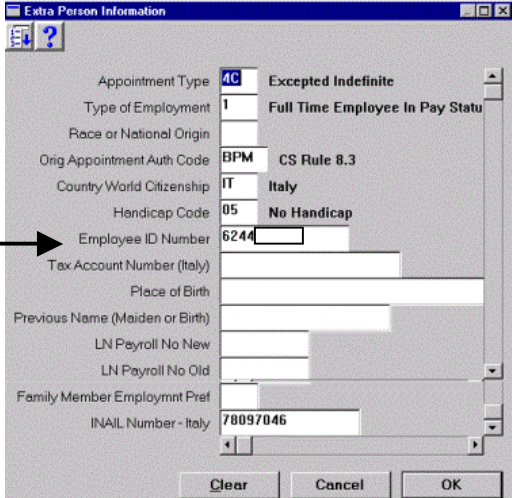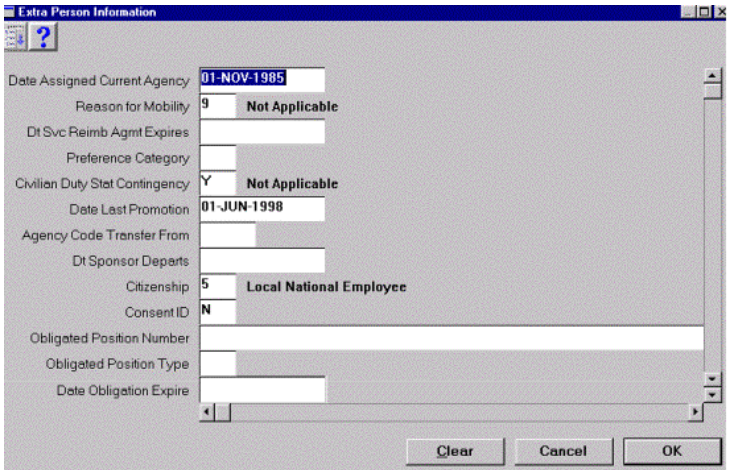
# Updating LN Records, Continued

**Updating Extra Person Information** (continued)

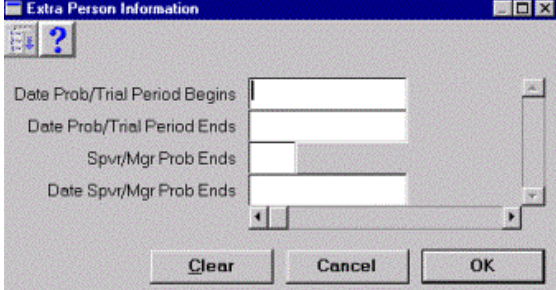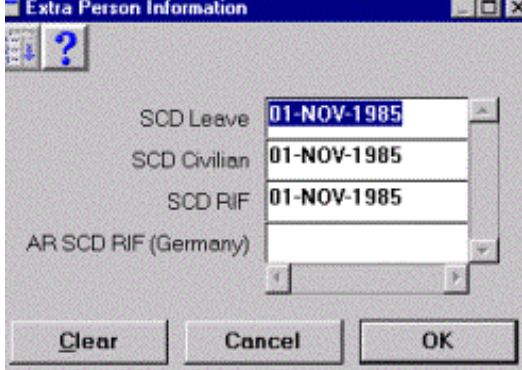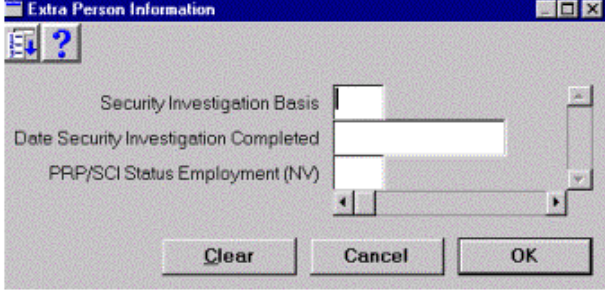| Step | Action |
|------|--------|
| 5 (Cont) | **Handicapped Additional Info:**<br><br>**LN Military/Veteran Information:**<br><br>**LN Other Information – Ger:** |

# Updating LN Records, Continued

**Updating Extra Person Information** (continued)

| Step | Action |
|------|--------|
| 5 (Cont) | **LN Person Group 1:**<br><br>LN Employee **SSAN** →<br><br>*(Extra Person Information window)*<br><br>**LN Person Group 2:**<br><br>*(Extra Person Information window)* |

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# Updating LN Records, Continued
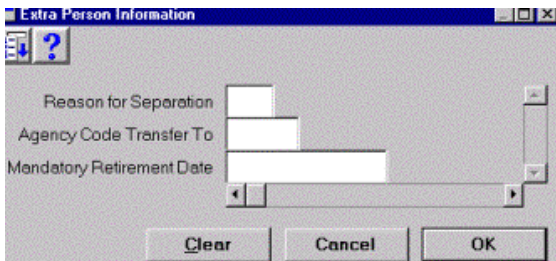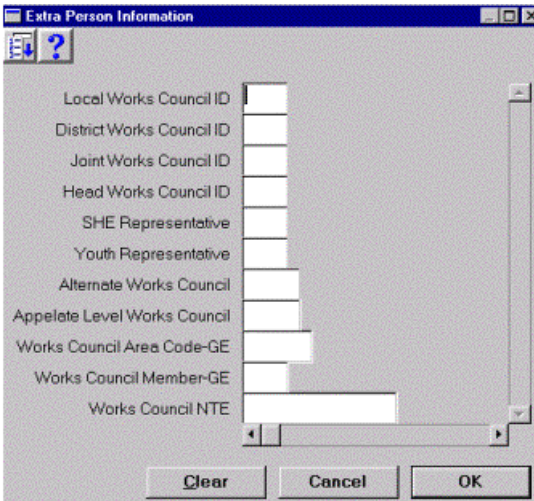
**Updating Extra Person Information** (continued)

| Step | Action |
|------|--------|
| 5 (Cont) | **LN Probations:**<br><br>**LN SCD Information:**<br><br>**LN Security Information:** |

# Updating LN Records, Continued

**Updating Extra Person Information** (continued)

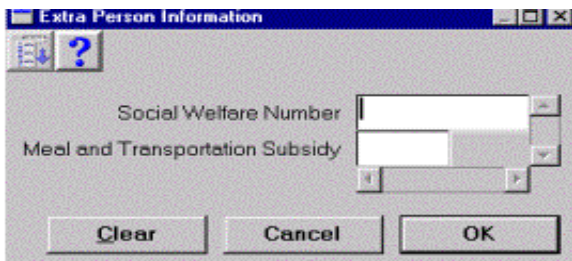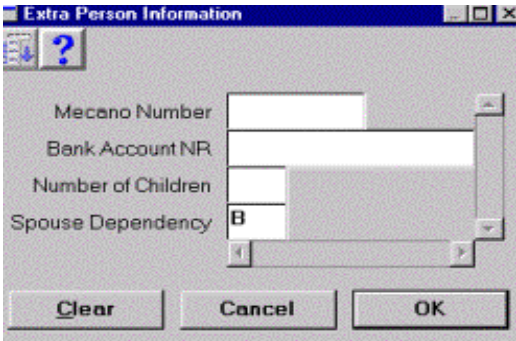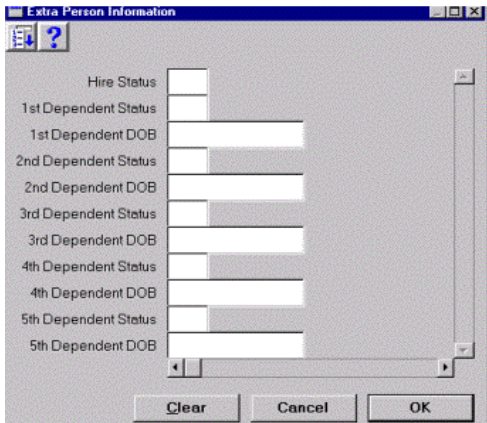| Step | Action |
|---|---|
| 5 (Cont) | **LN Separation and Retirement:**<br><br><br><br>**LN Works Council Info – Ger:**<br><br> |
| 6 | Upon completion, exit the **Extra Person Information** Window and return to the **People** Window. |

# Updating LN Records, Continued

**Unique DDFs for Specified Countries**
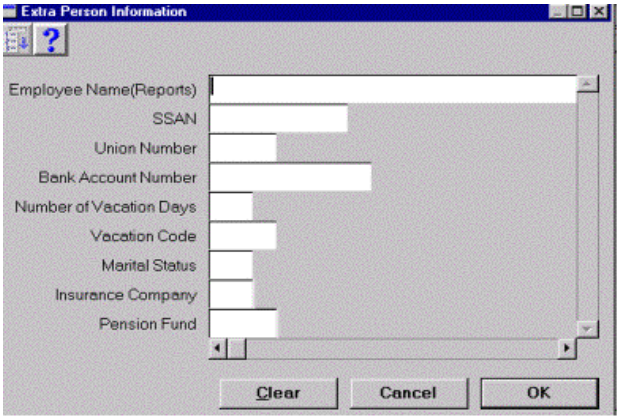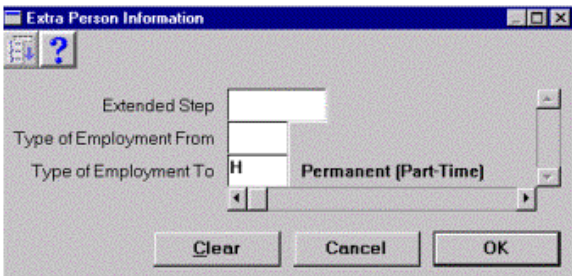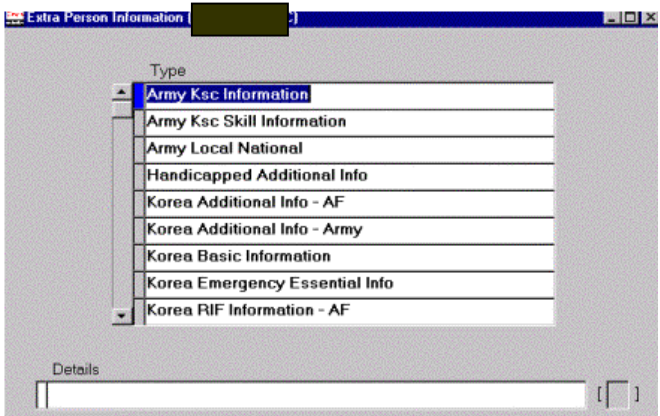
The following is a list of unique **Extra Person Information** DDFs by specified countries.

| Country | Unique Extra Person Information DDFs |
|---------|-------------------------------------|
| **Azores** | Azores Unique Info:<br> |
| **Belgium** | Belgium Unique Info:<br> |
| **Cuba** | Cuba Unique Info:<br> |

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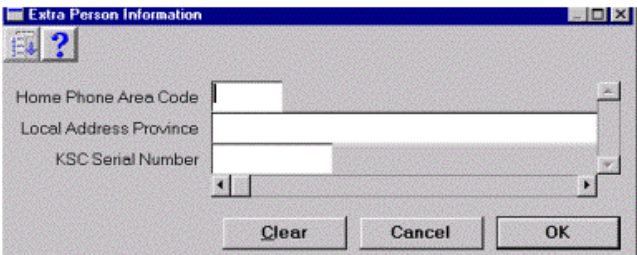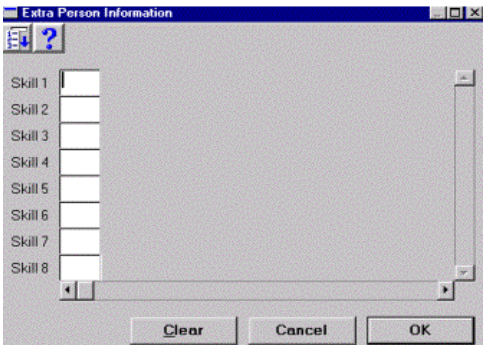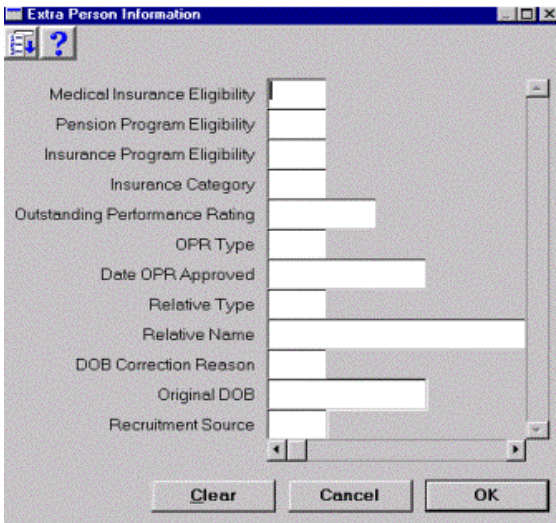
# Updating LN Records, Continued

**Unique DDFs for Specified Countries** (continued)

| Country | Unique Extra Person Information DDFs |
|---------|-------------------------------------|
| **Iceland** | **Iceland Unique Info:**  |
| **Japan** | **Japan Unique Info:**  |
| **Korea** | **Menu:**  |
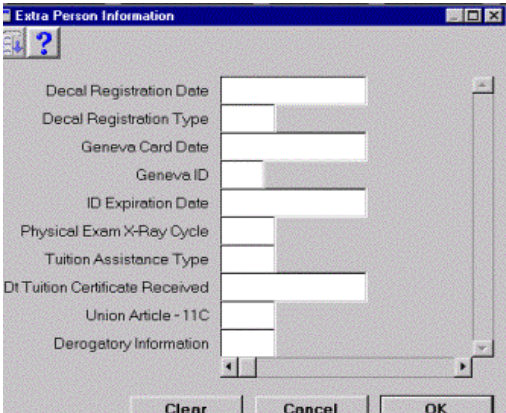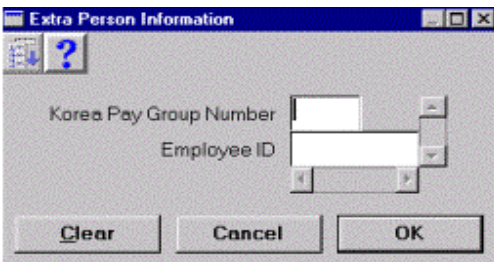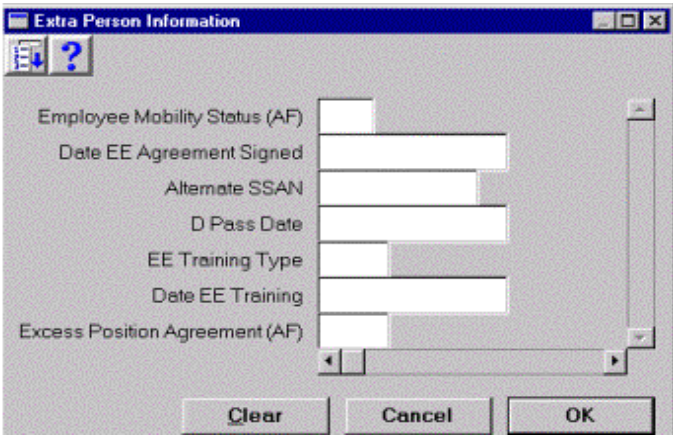
# Updating LN Records, Continued

**Unique DDFs for Specified Countries** (continued)

| Country | Unique Extra Person Information DDFs |
|---------|--------------------------------------|
| **Korea (Cont)** | **Army KSC Info:**<br><br>**Army KSC Skill Info:**<br><br>**Additional Info – AF:** |
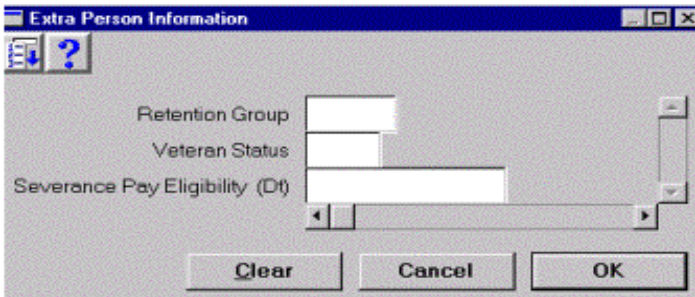
# Updating LN Records, Continued

**Unique DDFs for Specified Countries** (continued)

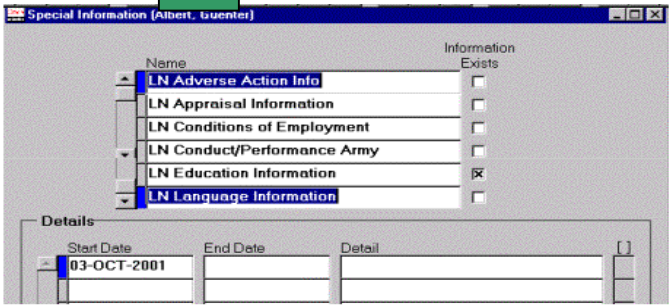| Country | Unique Extra Person Information DDFs |
|---|---|
| **Korea (Cont)** | **Korea Additional Info – Army**:<br><br><br>**Korea Basic Info:**<br><br><br>**Korea Emergency Essential Info:**<br> |

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# Updating LN Records, Continued

**Unique DDFs for Specified Countries** (continued)

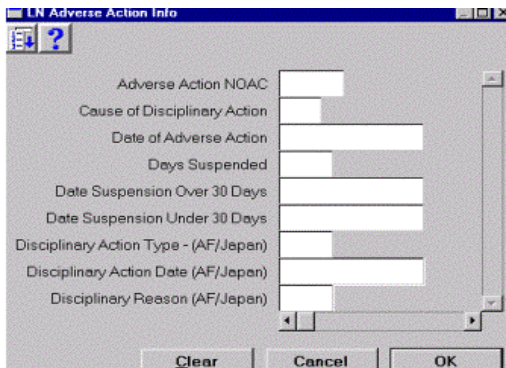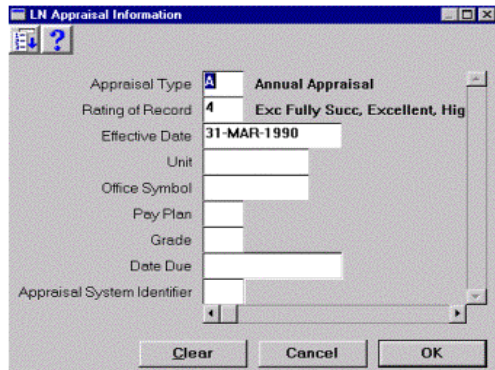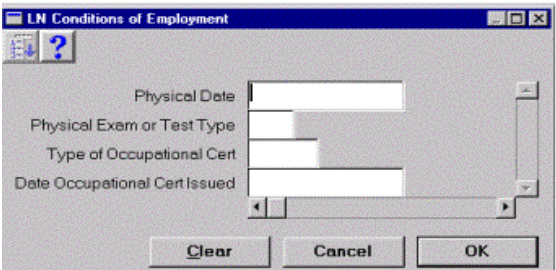| Country | Unique Extra Person Information DDFs |
|---------|-------------------------------------|
| **Korea (Cont)** | **Korea RIF Info – AF:**<br> |

**Updating Special Information**

The **Special Information** (SIT) Taskflow Button stores multi-occurrence information; e.g., appraisals, training, etc.  The following steps are used to access the SIT:

| Step | Action |
|------|--------|
| 1 | On the **People** Window, click <**Special Info**>.  The **Special Information** Window displays with the employee's name. |
| 2 | Query for the LN SITs.  Click F7 to clear the **Name** data field enter %LN% and F8 or on the Toolbar click **Query** → **Enter** → %LN% and **Query** → **Run**.  The **LN Special Information** *Types* display.<br><br>**Note:** There are other SITs such as Completed Training and Required Training that will not start with "LN" that may be necessary to use. |

# Updating LN Records, Continued

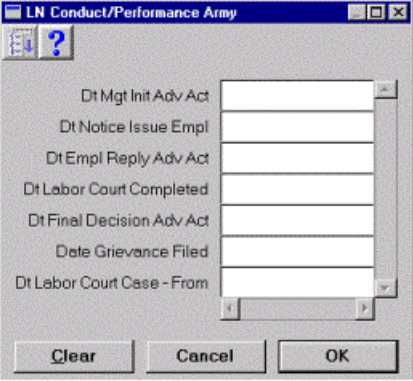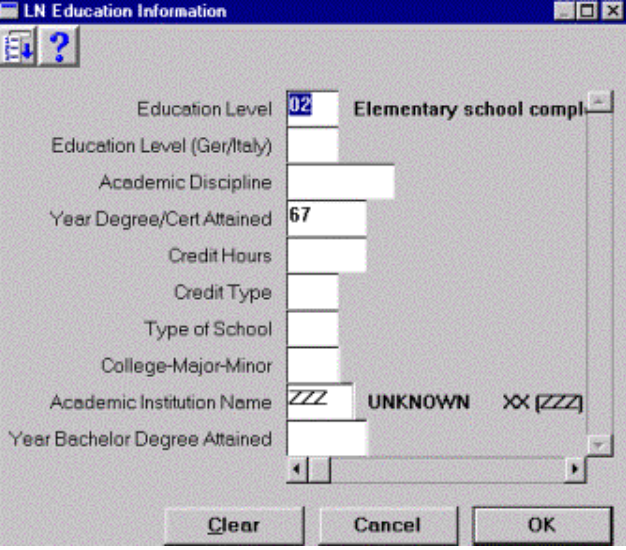**Updating Special Information** (continued)

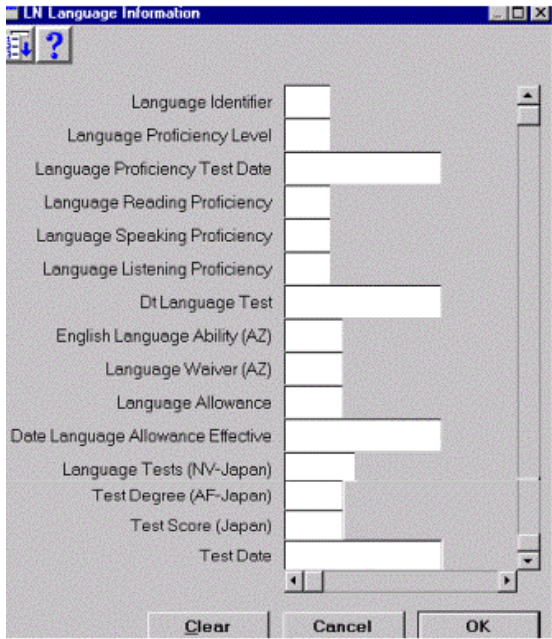| Step | Action |
|------|--------|
| 3 | Click the *Current Record Indicator* by the **Name** of the SIT and click in the **Detail** data field.  Examples: **LN Adverse Action Info:**  **LN Appraisal Information:**  **LN Conditions of Employment:**  |

# Updating LN Records, Continued

**Updating Special Information** (continued)

| Step | Action |
|------|--------|
| 3 (Cont) | **LN Conduct/Performance Army:**<br><br>**LN Education Information:** |

# Updating LN Records, Continued

**Updating Special Information** (continued)

| Step | Action |
|------|--------|
| 3 (Cont) | **LN Language Information:**  |
| 4 | Upon completion, exit the **Special Information** Window and return to the **People** Window.  **Save** your work. |

**Updating Others**

The <**Others**> Taskflow Button is used only to accept applicants.  See this module, Chapter 2, Building Local National Applicants, section, "Accepting an LN Applicant."